



Department Business Administrator Job Description

JOB INFORMATION

<i>Job Code:</i>	113516
<i>Job Title:</i>	Department Business Administrator
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Budget/Business Analysis
<i>Job Family Group:</i>	Accounting, Finance and Banking
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Administers the business operations of a large administrative, auxiliary or academic department. Responsible for accounting and financial operations, personnel and payroll administration, strategic planning, short and long term budgeting, and facilities and equipment planning and management.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Business administration, accounting or related degree and budget experience.
X		Demonstrated knowledge of generally accepted accounting principles and practices.
	X	Knowledge of university financial policies, procedures and systems, and use of computerized spreadsheets and databases.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Administers the business function of a large administrative, auxiliary or academic department. Processes daily transactions, prepares financial reports for internal and external distribution. May supervise staff.				
Administers unrestricted account budgets. Plans and develops short and long-term budgets. Provides projections and forecasts and analyzes financial impacts. Analyzes actual versus budget performance to determine variances. Takes corrective action, as required.				
Assists in determining that strong internal controls are implemented in such areas as maintaining and reviewing receipts, procurement, disbursements, payroll, etc.				
Administers internal financial policies and procedures. Ensures department's compliance with applicable laws, rules and regulations, as well as university financial policies and procedures.				
Administers personnel and payroll functions for department. Coordinates affirmative action, employment, compensation, benefits and employee relations with appropriate Personnel Services staff and department administrators or Dean's Office. Ensures timely and accurate processing of payroll. Coordinates faculty appointments and promotions, as assigned.				
Assists in strategic planning activities, as assigned. Researches and compiles data required for development of assumptions, projections and strategies. Monitors action plans, implements changes, as required.				
Provides regular and special financial reports, as required for department's operations.				
Develops, enhances and maintains information systems to support financial operations. Ensures that internal systems complement university-wide systems and that information is reconciled on a regular basis.				
Administers use of facilities, equipment and space, including purchasing of new equipment, as well as maintenance and repair of existing facilities and equipment.				
Assists in management of department projects, as assigned.				
Advises on specific agency requirements and guidelines to assist faculty in the preparation and submission of proposals. Researches and identifies funding sources. Develops internal schedules for tracking proposal development and response. Prepares budgets. Coordinates production of materials and reviews final product for quality and compliance with agency requirements. Follows-up for award and funding.				
Administers contracts, grants, and gifts. Establishes budgets, monitors and reports on expenses. Interacts with university contract administrators and agency representatives to provide information, resolve questions or problems and coordinate on-site visits.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.